Macintosh OS

Keyboard Shortcuts For Macintosh Systems

For increased operational speed and ease-of-use, there are many Pro Tools keyboard shortcuts to give you fast access to a wide variety of tasks. ***This guide details the many keyboard shortcuts that are not shown within Pro Tools menus.*** The shortcuts are grouped by functional area for your added convenience and quick reference.

Global Keyboard Commands

Change all audio channel strips ..... option - applicable function

Change audio channel strip and all selected audio channel strips ..... option - shift - applicable function

applicable functions:

- automation mode
- record, solo and mute enables
- record and solo safes
- volume/peak indicator
- track heights
- playlist enables
- creating Plug-Ins instances
- I/O, Bus, Send assignment
- extend selection
- clear clip meter

Toggle item & set all others to same new state ..... option - click on applicable item

Toggle item & set all others to opposite state ..... ⌘ - click on applicable item

applies to:

- tracks in Show/Hide Tracks List
- Group enables/activation
- Automation Enable window
- memory location parameters

Fine Tune ..... ⌘ - click on control slider/pot/breakpoints

applies to:

- *Plug-In parameter editing*
- *fader movement*
- *scrubbing*
- *automation data trimming (requires larger track view for highest resolution)*

Mix and Edit Groups

Temporarily isolate channel strip from Group operation .... hold down control - any operation that affects Groups

New Group ..... ⌘ - G (with two or more tracks selected)

Suspend/Resume all Groups ..... ⌘ - shift - G or ⌘ - click on Groups pop-up menu

Rename Group ..... double-click to far left of group name in the Groups List

Group Enable/Disable ..... type ID letter on keyboard *(To enable keyboard selection of Groups, click* *box at top right of Groups List)*

Show Group members only ..... control - click on group(s) in Groups List (control - shift - click for multiple groups)

Grouping affects:

- *volume level/faders*
- *solos and mutes*
- *automation modes*
- *track display format*
- *track height*
- *editing*
- playlist enables

Grouping does not affect:

- *record enables*
- *pan*
- *voice and output assignments*
- *creating instances of TDM Plug-Ins*

Record and Playback

Open *New Track* Dialog ..... ⌘ - shift - N
Cycle up/down through New Track options ..... ⌘ -↑/↓
Start record ..... ⌘ - spacebar/F12
Stop record ..... spacebar
Stop record and discard take ..... ⌘ - period key
Start/stop playback ..... spacebar
Half-speed record ..... ⌘ - shift - spacebar
Half-speed playback ..... shift - spacebar
Pause (pre-prime deck for instant playback) ..... control - spacebar or option - click on Transport play button
Pause (pre-prime deck for instant record) ..... ⌘ - control - spacebar or option - click Transport record button
Enable/disable online record ..... ⌘- option - spacebar
Enable/disable online playback ..... ⌘ - J / option - spacebar
Toggle record modes (normal/Destructive/Loop/QuickPunch) .... control - click on Transport record button
Loop playback toggle ..... ⌘ - shift - L or control - click on Transport play button
Record-safe track ..... ⌘ - click on Record enable button
Solo-safe track ..... ⌘ - click on Solo button
QuickPunch ..... ⌘ - shift - P
Enter/Exit record during playback in QuickPunch ..... ⌘ - spacebar/click Transport record button
Set and enable pre/post-roll time ..... option - click with selector before/after selection
Disable pre/post-roll time ..... option - click within selection closer to front/back
Scroll to selection start/end ..... ←/→ (when selection exceeds window view)
Toggle Transport Master (Pro Tools/Machine/MMC) ..... ⌘ - \

Auditioning

When Transport = Pro Tools:

Play by pre-roll value up to selection start/end ..... option - ←/→
Play by post-roll value after selection start/end ..... ⌘ - ←/→
Play by pre & post-roll value through selection start/end .... ⌘ - option - ←/→
Play by pre-roll value to current location counter time .... option - ←/→ (when no selection)
Play by post-roll value from current location counter time ... ⌘ - ←/→ (when no selection)

When Transport = Machine/MMC:

Cue transport to selection start/end ..... ⌘ - ←/→
Cue transport with pre/post-roll to selection start/end ..... option - ←/→

Scrub (Jog)/Shuttle

Temporary scrub mode when using Selector ..... control - click - drag
Extend selection while scrubbing ..... shift - click - drag w/ Scrubber, (also in temporary scrub mode)
Shuttle ..... option - click - drag w/ Scrubber, (also in temporary scrub mode)
Shuttle-lock ..... control - number key (1-9, where 5 = real-time, 9 = max speed)
Change direction during Shuttle ..... +/– (eg. shuttle backward = control - number key - minus key)
Shuttle-lock stop ..... 0 (press number key to resume shuttle)
Exit Shuttle-lock mode ..... spacebar or ⌘ - period key

Edit Selection Definition and Navigation

Locate play/edit cursor to next region-boundary/sync point	tab
Locate play/edit cursor to previous region-boundary/sync point	option - tab
Go to and select next region	control - tab
Go to and select previous region	control - option - tab
Extend selection to next region-boundary	shift - tab
Extend selection to previous region-boundary	option - shift - tab
Extend selection to include next region	control - shift - tab
Extend selection to include previous region	control - option - shift - tab
Return to start of session	return
Go to end of session	option - return
Extend selection to start of session	shift - return
Extend selection to end of session	option - shift - return
Set selection start/end during playback	↓/↑
Set selection start/end to incoming time code while stopped	↓/↑
Select entire region in Edit window	double-click with Selector
Select entire track in Edit window	triple-click with Selector / ⌘ - A
Extend selection to a memory location	shift - period key - mem loc number - period key*
Place play/edit cursor or create selection across all tracks	option - click in Rulers
Extend play/edit cursor or selection across all tracks	enable "All" Edit group (! key) and shift - click on any other track *(To enable keyboard selection of Groups, click a-z box at top right of Groups List)*

Editing, Nudging & Trimming

(+/– key usage is on numeric keypad only)

Change Grid value	control - option - +/–
Change Nudge value	⌘ - option - +/–
Nudge selection or region right/left by Nudge value	+/–
Nudge data within current region to right/left by Nudge value (keeps region start/end and moves underlying audio)	control - +/–
Nudge left selection boundary right/left by Nudge value	option - shift - +/–
Nudge right selection boundary right/left by Nudge value	⌘ - shift - +/–
Nudge back/forward by next Nudge value	see Command Focus Mode section of this guide
Trim left edge of region to right/left by Nudge value	option - +/–
Trim right edge of region to right/left by Nudge value	⌘ - +/–
Reverse Trimmer direction when trimming region	option - Trimmer
Trim boundary between two regions	hold down ⌘ key while trimming
Duplicate region(s) in Edit Window	option - click selection and drag to destination
Delete selection in Edit Window playlist	delete
Constrain audio region to vertical movement	control - move audio region with Grabber
Snap region start to stationary playhead or edit selection start	control - click new region with Grabber
Snap region to stationary playhead or edit selection sync point	option - control - click new region with Grabber
Snap region end to stationary playhead or edit selection start	⌘ - control - click new region with Grabber

Zoom

Horizontal zoom in/out (Audio + MIDI)	⌘ -] / [
Vertical zoom in/out (Audio)	⌘ - option -] / [
Vertical zoom in/out (MIDI)	⌘ - shift -] / [
Fill window with selection	option - click on Zoomer
View entire session	double-click on Zoomer
Zoom vertical and horizontal axis	hold down ⌘ key while using Zoomer
Zoom to previous horizontal zoom value	option - click on display scale arrows
Max zoom before waveform drawn from disk	⌘ - click on Zoomer (faster drawing from RAM)
Select 5 preset zoom levels	see Command Focus Mode section of this guide

Memory Locations

Create memory location	enter
Reset a memory location	control - click on memory location button
Delete memory location	option - click on a memory location button
Recall a memory location	period key - memory location number - period key (or click on memory location button)*

Select Edit Tools/Modes

Shuffle	F1 or option - 1 on alpha keyboard
Slip	F2 or option - 2 on alpha keyboard
Spot	F3 or option - 3 on alpha keyboard
Grid	F4 or option - 4 on alpha keyboard
Zoomer	F5 or ⌘ - 1 on alpha keyboard
Trimmer	F6 or ⌘ - 2 on alpha keyboard
Selector	F7 or ⌘ - 3 on alpha keyboard
Grabber	F8 or ⌘ - 4 on alpha keyboard
Scrubber	F9 or ⌘ - 5 on alpha keyboard
Pencil	F10 or ⌘ - 6 on alpha keyboard
SmartTool	(F6 & F7) or (F7 & F8) or ⌘ - 7 on alpha keyboard
Cycle through edit tools	escape key
Cycle through edit modes	~ key

**The first period key press is not required with "Classic" numeric keypad mode selected in Preferences.*

TDM SYSTEMS ONLY

Zoom Level 1-5 1 2 3 4 5 ..... alpha keys 1/2/3/4/5
Play to/from edit start by pre/post-roll value ..... alpha keys 6/7
Play to/from edit end by pre/post roll amount ..... alpha keys 8/9
Copy Edit Selection to Timeline Selection ..... alpha key 0
Copy Timeline Selection to Edit selection 0
Track View Toggle ..... - (minus key)
Capture Timecode ..... =
Center Timeline Start ..... Q
Center Timeline End ..... W
Zoom Toggle ..... E
Zoom Out Horizontally ..... R
Zoom In Horizontally ..... T
Snap Start (of selected region) to timecode ..... Y
Snap sync point (of selected region) to timecode ..... U
Snap End (of selected region) to timecode I
Snap Start (of selected region) to playhead ..... H
Snap Sync point (of selected region) to playhead ..... J
Snap End (of selected region) to playhead ..... K
Move Edit Selection up ..... P
Move Edit Selection down ..... ; (semi colon)
Tab back L
Tab forward ..... ' (apostrophe)
Play Timeline selection .....]
Play Edit selection ..... [
Trim Start to Insertion ..... A
Trim End to Insertion ..... S
Fade to Start *(Available if no selection)* ..... D
Fade (without showing Fades dialog) ..... F
Fade to End *(Available if no selection)* ..... G
Undo ..... Z
Cut X
Copy C
Paste V
Separate ..... B
Timeline Insertion follows Playback (pref toggle) ..... N
Nudge back by next Nudge Value ..... M
Nudge back by Nudge Value ..... <
Nudge forward by Nudge Value ..... >
Nudge forward by next Nudge Value ..... /

LE AND TDM SYSTEMS

Track View Toggle ..... control - Minus Key (alpha only)
Zoom Toggle ..... control - E
Zoom Defaults ..... control - 1 through 5

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FADES

Apply xfade to selection without accessing Fades window . . ⌘ - control - F (uses default fade shape)
Edit fade-in only in Fades window . . . . . option - click - drag fade-in curve (in "None" Link mode only)
Edit fade-out only in Fades window . . . . . ⌘ - click - drag fade-out curve (in "None" Link mode only)
Audition start/stop in Fades window . . . . . spacebar
Reset to default zoom in Fades window . . . . . ⌘ - click on either zoom arrow
Reset standard or S-shape crossfades to default curves . . . . option - click in xfade window (in Equal Power/Gain modes)
Cycle up/down through Out Shape parameter options . . . . . control - ↑/↓
Cycle up/down through In Shape parameter options . . . . . option - ↑/↓
Cycle up/down through Link parameter options . . . . . ↑/↓
Cycle up/down through preset Out Shape curves . . . . . control - ←/→
Cycle up/down through preset In Shape curves . . . . . option - ←/→

REGIONS LIST

Select region by name . . . . . type letter(s) A-Z (To enable keyboard selection of Regions, click a-z box at top right of Regions List)
Clear selected region(s) from Regions List . . . . . shift - ⌘ - B
Bypass dialog boxes during deletion of audio files . . . . . option - click "delete"/"yes" button in respective dialog
Audition region in Regions List . . . . . option - click & hold on region in Regions List
Rename region/file . . . . . double-click region in Regions List or double-click with Grabber on region in playlist
Constrain region placement to start at play/edit cursor location or selection start . . . . . control - click - drag region

IMPORT AUDIO DIALOG

Remove item from list . . . . . ⌘ - R
Remove all items from list . . . . . shift - ⌘ - R
Add all . . . . . ⌘ - option - A
Random-access search through selected file . . . . . move slider to desired location
Import current selection . . . . . Enter
Import all . . . . . shift - ⌘ - I
Convert and import current selection . . . . . ⌘ - C
Convert and import all . . . . . shift - ⌘ - C
Add currently selected region or audio file to list . . . . . enter or return
Audition currently selected audio file/region . . . . . ⌘ - P or ⌘ - spacebar
Stop audition of selected file and retain selection . . . . . ⌘ - P or ⌘ - S
Done . . . . . ⌘ - W
Cancel . . . . . ⌘ - period key

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MIXING

Set all faders to their automation null points ..... option - clicking on either automatch triangle
Reset a control to default value ..... option - click on control
Headroom/Track Level/Channel delay Indicator ..... ⌘ - click on Track Level Indicator
Clear peak/clip-hold from meter ..... click on indicator
Peak counter reset in Headroom Indicator mode ..... click on Headroom Indicator
Bypass Plug-In Insert ..... ⌘ - click on insert name in Inserts view
Send mute ..... ⌘ - click on send name in Sends view
Toggle Send Display between "All" & "Individual" mode ..... ⌘ - click on Send diamond, then select from pop up

AUTOMATION

Leave absolute Minimum/Maximum
breakpoints while trimming ..... hold down shift key while trimming
Disable auto-creation of anchor breakpoints
when trimming automation of a selection ..... option - Trimmer
Access Plug-In Automation dialog ..... ⌘ - option - control - click on track display format selector (in edit window)
Disable/enable automation playlist on selected track ..... ⌘ - click on track display format selector
Disable/enable ALL automation playlists on selected track ... ⌘ - shift - click on track display format selector
Vertically constrain automation movement ..... shift - move automation with Grabber
Special Paste of automation data between different controls .. control - ⌘ - V
Write automation to end of session/selection..... control - click on Transport End button
Write automation to start of session/selection ..... control - click on Transport RTZ button
Write automation from start to end of session/selection ... control - shift - click on Transport End/RTZ button
Copy to Send ..... ⌘ - option - H
Display Automation Playlist of automation-enabled control.... ⌘ - control - click on control
Scroll to & display track in default view in Edit window... ⌘ - control - click on track name in Mix, or Insert, window or Show/Hide Tracks List
(Track defaults: disk=waveform; MIDI=regions; aux/master=volume)
Scroll to & select track in Mix/Edit window..... control - click on track name in Mix, or Edit window or Show/Hide Tracks List

When all tracks in selection are displaying automation playlists, hold down control key during the following operations to affect all playlists on every track in selection:

Delete ..... delete
Cut ..... ⌘ - X
Duplicate ..... ⌘ - D
Copy ..... ⌘ - C
Clear ..... ⌘ - B
Insert Silence ..... shift - ⌘ - E

Numeric Entry

Initiate time entry in Current Location & Big Counters ....= or * key on numeric keypad
Initiate time entry in Edit window Start/End/Length fields ...../ on numeric keypad (subsequent presses toggle through fields)
Initiate time entry in Transport window fields .....option - / on numeric keypad (subsequent presses toggle through fields)
Capture incoming timecode in Session Setup window (with Start field selected),
Spot dialog & Time Stamp Selected dialog .....= (hold down key for continued input)
Move sub-unit selection to the right .....period key
Move sub-unit selection to the left/right .....←/→
"Calculator entry" mode .....+ or – keys followed by offset number
Increment/decrement the current sub-unit .....↑/↓
Clear entered numeric value & stay in time entry mode ...clear
Apply entered numeric value .....return or enter
Clear entered numeric value and exit time entry mode ....escape

Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left

Above keyboard shortcuts apply to:

- *Current Location Counter*
- *Start, End & Length fields in Edit window*
- *Transport window time fields*
- *Spot dialog*
- *Big Counter*

Text Entry

Move down/up rows .....tab /shift-tab
Move to beginning/end of word .....↑/↓
Move single letters at a time across a name label .....←/→
Select entire word .....double click on word

Above keyboard shortcuts apply to:

- *naming channel strips*
- *Get Info dialog*
- *I/O Labels*

Peripherals Dialog

Go to Synchronization window .....⌘ - 1
Go to Machine Control window .....⌘ - 2
Go to MIDI Controllers window .....⌘ - 3
Go to ProControl window .....⌘ - 4

Preferences Dialog

Go to Display window .....⌘ - 1
Go to Operation window .....⌘ - 2
Go to Editing window .....⌘ - 3
Go to Automation window .....⌘ - 4
Go to Processing window .....⌘ - 5
Go to Compatibility window .....⌘ - 6
Go to MIDI window .....⌘ - 7

Plug-In Settings Librarian

Save Settings ..... ⌘ - shift - S
Copy Settings ..... ⌘ - shift - C
Paste Settings ..... ⌘ - shift - V

Keyboard Input for Plug-In Parameters

Click mouse in text field ..... Type desired value
Move down/up parameter fields ..... tab/ shift - tab
Increase/decrease slider value ..... ↑/↓
Input value without leaving field ..... enter
Enter value and exit keyboard entry mode ..... return
For fields that support kilohertz ..... type k after number multiplies by 1000

Numeric Keypad Modes

Transport Mode

MIDI Metronome On/Off 7
MIDI Count On/Off 8
Merge Record On/Off 9
Loop Playback 4
Loop Record 5
QuickPunch Record 6
Rewind 1
Fast Forward 2
Record 3
Play/Stop 0

Shuttle Mode (TDM Systems Only)

1 X Forward 6
1 X Rewind 4
4 X Forward 9
4 X Rewind 7
1/4 X Forward 3
1/4 X Rewind 1
1/2 X Forward 5-6
1/2 X Rewind 5-4
2 X Forward 8-9
2 X Backward 8-7
1/16 X Forward 2-3
1/16 X Backward 2-1
Loop Playback of Edit Selection 0

Note: Choose Classic, Transport, or Shuttle mode in Preferences>Operations menu.

MISCELLANEOUS

Display Takes Pop Up list (appears only when selection start or flashing insertion point matches user time stamp of regions) ....⌘ - click with Selector tool at selection start or current cursor location

Set all tracks to selected record drive in Disk Allocation dialog (for Pro Tools® III – on same Disk I/O™ only) .....option - click on record drive

Access Playback Engine dialog during Pro Tools launch ....hold down "N" key while launching Pro Tools

Toggle between Hide All and Show All .....option - click in Show/Hide Tracks List

Bypass repeat dialogs when multiple items will be changed by single operation (eg. Clear, Delete, Compact) ...option - click respective "Proceed" button in dialog

Wait for (MIDI note) .....F11 (Preference option enabled)

Single key shortcut (with Commands Focus disabled) .....control - "single key"

MIDI EVENTS LIST ENTRY

ALL COMMANDS BELOW ARE ACTIVE ONLY WHEN THE MIDI EVENT LIST WINDOW IS OPEN:

Enter start time field for editing .....⌘ - Enter (numeric keypad)

Show Event Filter dialog .....⌘ - F

Go to .....⌘ - G

Scroll to Edit Selection .....⌘ - H

Insert Another .....⌘ - M

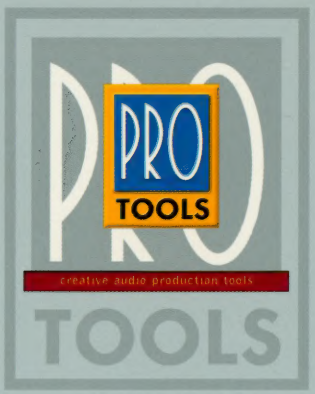
Insert Note .....⌘ - N

Insert Program Change .....⌘ - P

Insert Controller .....⌘ - L

Insert Poly Pressure .....⌘ - O

Delete event in MIDI Events List .....Option -Click



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